



PK Electrical, Inc.
ENGINEERING | DESIGN | CONSULTING
www.pkelectrical.com

MARKETING COORDINATOR

About Us:

Founded in 1996, PK Electrical, Inc. is an established electrical engineering, design, and consulting firm with offices in Reno, NV, Denver, CO, and St. Louis, MO. Our talented team specializes in electrical and low-voltage system design, consultation, and construction administration services across airports, healthcare, transportation, education, and sports facilities to name a few.

We believe that happy employees lead to happy clients, which is why we've built a company culture focused on stability, collaboration, and growth. In 30 years of business, we've never had to lay off an employee due to lack of work.

Key Responsibilities:

- Full-time in office Monday through Friday
- Coordinate proposal development and tracking, including deadlines, templates, client requirements, rate schedules, and Ajera reconciliation
- Support project setup and coordination in Ajera, including job creation, project documentation, PM assignments, kick-off meetings, and milestone tracking
- Maintain accurate CRM data, track business development activities and events, and monitor solicitation platforms for potential opportunities
- Develop and coordinate marketing communications, including company newsletters, social media content, graphics, and other branded materials
- Support marketing and business development initiatives, including meeting coordination, proposal/Prime packages, special events, and community and culture activities
- Provide responsive support to Principals and the broader team, including backup administrative support and special projects as needed

Ideal Candidate:

- Positive, professional, collaborative, and team-oriented
- Highly organized and detail-oriented with strong follow-through
- Strong written, verbal, and visual communication skills
- Proficient in Microsoft Office and Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Adobe PDF) and comfortable learning CRM, project management, and design platforms
- Proactive and resourceful, with the ability to manage multiple priorities and deadlines
- Creative, adaptable, and eager to contribute to marketing, business development, and company culture



Compensation and Benefits:

Over the past 30 years, PK Electrical, Inc. has developed and implemented a company culture that is positive, empowering and supports personal and professional growth without ever laying off an employee. PK Electrical employees experience a vibrant environment and a plethora of workplace perks including, but not limited to:

- Competitive pay & great benefits
 - Anticipated compensation for this position is between \$70,000 and \$80,000 annually, depending on experience
 - Medical, dental, & vision insurance
 - 401(k) with company match
 - Paid PTO, vacation, and holidays
 - Paid week between Christmas and New Year's holidays
 - Flexible bi-weekly schedule available (offered after six-month employment review)
 - Annual logo attire budget
 - AFLAC Supplemental Insurance opportunities
 - Gym facility on site (Denver)
 - Profit Sharing
- Training & development
 - Generous paid continuing education program
 - Team building events
 - Internal and external learning opportunities
- Team culture & environment
 - Fun company events (team outings such as baseball games and hikes, team building events, lunches, happy hours, etc.)
 - Business Development & Marketing Challenge incentive program
 - Community involvement

If you are a confident, positive, and highly motivated person and you think PK Electrical sounds like the place for you, please send your resume to pke@pkelectrical.com. Please be advised that we typically fill open positions rather quickly. No phone calls, please.